**DIRECTIONS TO UPDATE YOUR DEPARTMENTAL RECORDS RETENTION SCHEDULE**

Here is a step-by-step procedure to review each record item with an example record series item.

**150.11 Extended Sick Leave Reports (Originals) (Hardcopy)**

Dates: 1987 -

Volume: 3 Cu. Ft.

Annual Accumulation: Negligible

Arrangement: Alphabetical by employee

This record series consists of summary reports of all employees on extended sick leave during the school year. This record is created from the employee's Salary Time Record and is used for reference purposes.

Recommendation: Retain in office for six (6) years, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Step 1. The example record series item is numbered 150.11 as it is the 11th record of the 150 series listed in the schedule. The record series item is titled “Extended Sick Leave Reports (Original) (Hardcopy). Do you currently retain this record? If no, when was the last year you retained this record and write the year in the “Dates” line. For example, if the record series item has not been used or maintained by the department since 2004, then write 2004 in the Dates line (Dates: 1987 – 2004). This shows the record series item has been closed since 2004. If yes, does the record series item have the same title as listed? If no, what is the new title for the record series item? Write the new record series item title above the old record series item title. Is the record series item included or merged in another record series item? If yes, then which record series item title is it included or merged? Write the record series title above the old record series item title. This record series item will be included in the record description of the merged record series item. If no, is it retained in digital or hardcopy form? If digital, then write digital above hardcopy. If hardcopy, proceed to Step 2.

Step 2. Review the record description which is stated below the arrangement of the record series item. Is the record description accurate? If no, then rewrite the record description for the record series item. If yes, proceed to the next record series item and repeat Steps 1 and 2.

Call Records Management at 3982 when you have completed all record series items in your schedule or if you have questions or concerns about your records.